



LISA M. LEONDIS
AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

County of San Diego

SANDY PARKS
ASSISTANT DIRECTOR

SAN MARCOS OFFICE
(760) 752-4700
FAX (760) 724-4098

DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES

9325 Hazard Way, Suite 100, San Diego, CA 92123

Phone: (858) 694-2739 FAX (858) 467-9697

<http://www.sdcawm.org>

WEIGHTS & MEASURES
(858) 694-2778
FAX (858) 467-9278

CERTIFIED FARMERS' MARKET (CFM) CERTIFICATE APPLICATION

A CFM is a location approved by the County Agricultural Commissioner where only agricultural products, which have been produced by a certified producer, may be sold or offered for sale. A CFM certificate is valid for up to twelve months from the date of issue but no longer than the indicated expiration date on the certificate.

QUALIFIED APPLICANTS must be one of the following:

- Certified Producer
- Nonprofit Organization
- Local Government Agency

ALL APPLICANTS SUBMIT:

- ☐ Completed Application form (attached).
- ☐ Application fee of \$150. Method of payment:
 - Check or money order payable to: *County of San Diego*.
 - Visa or MasterCard accepted with signed authorization form.
 - Cash.
- ☐ CFM Rules with current date of publication.
- ☐ List of the names of certified producers selling at market.
- ☐ Detailed map of market location, cross streets, and CFM boundaries.
- ☐ A clear, concise and accurate written description of the CFM area.
- ☐ Load Sheet (form used to record daily sales by participants).
- ☐ (Renewals Only) A complete set of Load Sheets from a recent market day.

ADDITIONAL DOCUMENTS (submit when applicable):

- ☐ CERTIFIED PRODUCERS: copy of valid Certified Producer Certificate.
- ☐ NONPROFIT ORGANIZATIONS: California Franchise Tax Board nonprofit status.
- ☐ Document authorizing market manager to act on applicant's behalf (optional).

RENEWALS:

- To avoid market closure, submit application and fee 30 days prior to current CFM certificate expiration date. Extensions are not given.
- Certificate will only be renewed when all outstanding fees are paid in full.

ADDITIONAL REQUIREMENT: A CFM is defined as a food facility and a valid health permit is required from the County of San Diego Department of Environmental Health (DEH).

Contact DEH at (858) 505-6900 or DEH.FHDUTYEH@sdcounty.ca.gov

RESOURCES: See page two.

CERTIFIED FARMERS' MARKET RESOURCES/INFORMATION

REGULATIONS (copies available by request):

Specific requirements for the operation of a certified farmers' market are found in:

- California Food and Agricultural Code, Division 17, Chapter 10.5.
- California Code of Regulations, Title 3 commencing with Section 1392.
- California Retail Food Code, Chapter 12.

All agricultural products, when sold or offered for sale at a certified farmers' market, shall comply with all applicable laws and regulations.

WEBSITES:

- http://www.cdfa.ca.gov/is/i_&c/cfm.html: California Department of Food and Agriculture - CFM Program information, links to Laws and Regulations, and market locator.
- http://www.sdcountry.ca.gov/awm/farmers_markets.html: Agriculture, Weights & Measures - CFM webpage has application packets, list of San Diego markets, and civil administrative penalty guidelines.

ADDITIONAL INFORMATION:

- Scales used to sell any agricultural products by weight must be tested and sealed by a county sealer. A copy of current registration must accompany scale.
- Organic producers must be registered and certified (if sales are more than \$5,000/year) as required by the Food & Agricultural Code.
- Packaged commodities must be labeled with identity, responsibility, and quantity in accordance with the California Code of Regulations.
- Fresh fruits, nuts, and vegetables sold outside of the Certified Farmers' Market designated area must conform to size, standard pack, container, and labeling requirements pursuant to the Food and Agricultural Code.
- See attached "Self-Inspection Checklist" as a helpful guide to complying with CFM regulations.

ENFORCEMENT:

- Inspections are regularly conducted at CFMs to verify compliance with Direct Marketing law. Non-compliances may result in:
 - Notice of Violation.
 - Administrative Civil Penalties: Fines range from \$50 to \$1,000 per violation.
 - Suspension up to 18 months or revocation of Certificate.
- Most common violations found are:
 - Certificate not posted/valid. (Up to \$150 fine for 2 violations in 12 months.)
 - Product not on certificate. (Up to \$150 fine for 2 violations in 12 months.)
 - Fail to collect accurate load lists. (Up to \$150 fine for 2 violations in 12 months.)

PROGRAM CONTACT

Nancy Appel, Supervising Inspector, (858) 614-7727 or nancy.appel@sdcounty.ca.gov

APPLICATION FOR CERTIFIED FARMERS' MARKET CERTIFICATE

APPLICANT IS (CHECK ONE)

☐ Certified Producer(s) ☐ Local Government Agency ☐ Nonprofit Organization

APPLICANT INFORMATION

ORGANIZATION NAME	FIRST & LAST NAME
MAILING ADDRESS	BUSINESS PHONE
CITY, STATE, & ZIP	OTHER NUMBER
BUSINESS/RESIDENCE ADDRESS	FAX NUMBER
CITY, STATE, & ZIP	E-MAIL ADDRESS

MARKET INFORMATION

MARKET NAME	BUSINESS PHONE
MAILING ADDRESS	OTHER PHONE
CITY, STATE, & ZIP	FAX NUMBER
MARKET MANAGER NAME	E-MAIL ADDRESS

MARKET LOCATION

(Include Cross Streets)
CITY & ZIP
COUNTY OF SAN DIEGO

PLANNED SCHEDULE OF OPERATION

DAY	EST. # OF PRODUCER BOOTHS PER QUARTER
SEASON 1 – MONTHS OPEN	SEASON 1 – HOURS OPEN
FROM TO	FROM TO
SEASON 2 (optional) – MONTHS OPEN	SEASON 2 (optional) – HOURS OPEN
FROM TO	FROM TO

As the applicant, I hereby certify that the information provided on this application is true and that the Certified Farmers' Market will be operated in compliance with the Direct Marketing regulations as provided in Title 3, Division 3, Chapter 1, Subchapter 4, Article 6.5 of the [California Code of Regulations](#).

PRINTED NAME _____

CHECK ONE: ☐ APPLICANT ☐ APPLICANT REPRESENTATIVE

SIGNATURE _____

DATE _____

SELF-INSPECTION CHECKLIST - CERTIFIED FARMERS' MARKET

REQUIREMENTS	COMPLIES			REMARKS
	Yes	No	N/A	
CERTIFIED SECTION				
<i>Farmers' Market Certificate</i>				
Valid certificate on site.				
<i>Certified Producers (CPs)</i>				
Certificates valid and posted at booth.				
Sellers are producers, immediate family members, or direct employees of producers.				
Sells only agricultural products.				
All products of CPs own production.				
All certifiable products on certificate.				
<i>Certified Producers selling for other CPs</i>				
CP selling own products				
CP names cross referenced.				
CPs products separated and identified.				
<i>Load Lists</i>				
Collect load lists from each producer at market.				
Lists complete with: <ul style="list-style-type: none"> • producer name and certificate number. • identity of product as appears on certificate. • quantity sold at market. • name and date of market. 				
Retain lists for 18 months.				
ALL SECTIONS OF MARKET				
<i>Organic</i>				
Valid Registration. Registration number.				
Proof of Certification (over \$5,000/yr).				
Other claims (i.e. no pesticides) true.				
<i>Avocados</i>				
Certificate of Maturity.				
Exemption Permit.				
<i>Eggs</i>				
Labeling (on package or placard) has: <ul style="list-style-type: none"> • Size and grade. • Sell by date and pack date. • Packer ID number. • "Keep Refrigerated". 				
Refrigeration: kept at 45degrees. (Unless in certified section and meets DEH* conditions.)				
<i>Weights & Measures</i>				
Prepackaged products are labeled with: <ul style="list-style-type: none"> • Identity. • Responsibility. • Quantity (net weight). 				
Scales are sealed.				

*Department of Environmental Health